

025.173

IL6x

Illinois State Library



ILLINOIS DOCUMENTS DEPOSITORY PROGRAM MANUAL

FALL 1994

GEORGE H. RYAN
Secretary of State
and State Librarian

NOV 20 1994

UNIVERSITY OF ILLINOIS
LIBRARY

UNIVERSITY OF
ILLINOIS LIBRARY
AT URBANA-CHAMPAIGN



025.173
LL6X

CONTENTS

Introduction	1
Illinois State Plan for the Illinois Documents Depository Program . . .	2
Endorsement Document	5
Guidelines for the Illinois Documents Depository Program	6
Laws - Illinois Documents Depository Program	10
Regulations - Illinois Documents Depository Program	12
Illinois Documents Core List	17
Guidelines for Discarding Illinois Depository Documents	19
Illinois Documents Depository Libraries	21
Additional Libraries Receiving Illinois Legislative Materials	23

INTRODUCTION

The Illinois Documents Depository Program Manual has been compiled for the use of Illinois Documents Depository Libraries, by the ILLINET Government Depository Coordinating Council. The Council is an advisory group to the Illinois State Library, chaired by the Illinois State Library Documents Coordinator. The Council has been at work on what has evolved as this manual for over four years. The manual incorporates the conscientious efforts of experienced depository librarians in the state. Its utility is in your hands.

The "Illinois State Plan for the Illinois Documents Depository Program" and the "Endorsement Document" are intended as your service contract as participants in the Illinois Documents Depository Program.

The "Guidelines for the Illinois Documents Depository Program" are the key to handling the documents in depositories. They are based on the "Laws ..." and "Regulations ...". The "Illinois Documents Core List" annotates the most basic titles for collection development and services. The "Guidelines for Discarding Illinois Depository Documents" are to be referred to for that process.

The "Illinois Documents Depository Libraries" and "Additional Libraries Receiving Illinois Legislative Materials" list the Program participants in Illinois. Weekly shipments are also sent to the state library agencies in California, Massachusetts, and Michigan; the Council of State Governments in Lexington, Kentucky; the Library of Congress; and the British Library.

Depositories are encouraged to consult with the Documents Coordinator at the Illinois State Library about the Illinois Documents Depository Program. Site inspections by the Illinois State Library Documents Coordinator are conducted periodically to assist depositories and to comply with the Program regulations.

ILLINOIS STATE PLAN FOR
THE ILLINOIS DOCUMENTS DEPOSITORY PROGRAM

I. PURPOSE OF ILLINOIS DOCUMENTS DEPOSITORY PROGRAM AND THE ILLINOIS STATE PLAN

- A. The purpose of Illinois Documents Depository Program is to provide access to Illinois government publications to all Illinois citizens. (23 ILL. Adm. Code 3020.220)
- B. The purpose of the state plan for the Illinois Documents Depository Program is to define the roles and responsibilities of, and provide guidance for the Illinois State Library, the Coordinating Council and the Illinois Documents Depository Libraries.

II. HISTORY AND DEVELOPMENT OF THE PLAN

At the September 14, 1990 meeting of the ILLINET Federal Depository Library Coordinating Council, the Illinois State Library Documents Coordinator requested that the Council extend its charge to include the Illinois Documents Depository Program.

At its March 30, 1992 meeting the Council accepted the charge and changed its name to the ILLINET Government Depository Coordinating Council. This plan for the Illinois Documents Depository Program has developed from the extended charge to the Council.

III. GOALS AND OBJECTIVES

GOAL I: ENSURE THAT ILLINOIS STATE GOVERNMENT INFORMATION IS ACCESSIBLE TO ALL RESIDENTS OF ILLINOIS

- A. The Illinois State Library (ISL) shall be an advocate for the Illinois Documents Depository Program, providing leadership in state government information issues and assistance with depository library operations.
- B. The Illinois State Library shall support user access to state information resources by maintaining a statewide documents delivery system and encouraging use of other means of transmitting information.

- C. The ISL will acquire all substantive Illinois government information issued in any format by government agencies, and make such information sources available to depositories. Acquisition should be done aggressively to locate and make available "fugitive" information sources.
- D. The ISL will distribute Illinois state government documents to a variety of academic, public, and other libraries at various geographic locations in the state and will facilitate the distribution of state information resources issued in electronic or other formats to depositories to insure the free and open access of such information to the citizens of Illinois.
- E. The ISL will retain archival copies of Illinois state government documents as a backup resource for users in the state.
- F. The ISL shall operate an effective program for the exchange, transfer, and disposal of state documents.
- G. The ISL and the ILLINET Government Depository Coordinating Council shall encourage cooperative collection development within this state, in part by identifying retrospective collections of state documents that are needed as a statewide resource and seeking means of making them available.
- H. The Coordinating Council shall support resource sharing in Illinois through such means as compilation of union lists and use of bibliographic databases such as ILLINET Online.
- I. Illinois Documents Depository Libraries shall comply with the laws, regulations, and guidelines governing the Illinois Documents Depository program.

GOAL II: ENSURE A HIGH QUALITY OF STATE GOVERNMENT INFORMATION SERVICES TO ALL RESIDENTS OF ILLINOIS.

- A. The ISL shall provide state depository libraries with specialized reference assistance supported by nondepository materials, reference aids, and interlibrary loan services.
- B. The ISL shall act as an information clearinghouse for technological innovations which affect Illinois State Documents Depositories and assist the depositories in their application and implementation.

- C. The Coordinating Council, in consultation with the ISL staff, shall develop a continuing education program for staff of state document depository libraries. This program shall be coordinated with other library organizations, such as the ILA GODORT Forum.
- D. Illinois Documents Depository Libraries shall support and encourage staff participation in educational and training programs.

GOAL III: HEIGHTEN PUBLIC AWARENESS OF THE STATE DOCUMENT DEPOSITORY LIBRARY PROGRAM AND THE AVAILABILITY AND USEFULNESS OF STATE GOVERNMENT INFORMATION SOURCES.

- A. The ISL shall promote the Illinois Documents Depository Program through publications and programming.
- B. The ISL shall facilitate communication between depository libraries and other libraries serving the citizens of Illinois.
- C. The ISL and the Coordinating Council shall assist Illinois Documents Depositories in developing outreach programs aimed toward nondepository libraries.
- D. The Illinois Documents Depository Libraries shall participate as members of their communities through educational and other outreach programs.

GOAL IV: IMPLEMENT THE ILLINOIS STATE DOCUMENTS DEPOSITORY LIBRARY PLAN.

- A. To assist in the implementation of this plan, the Coordinating Council shall actively promote the Plan throughout the Illinois library community and will solicit comments and suggestions from Illinois Documents Depository Libraries and other libraries on access to Illinois state government information through the Illinois Documents Depository Program.
- B. To ensure that Illinois Documents Depositories understand and support this plan, an Endorsement Form is appended to this plan. Illinois Documents Depositories are asked to complete this form after reviewing the plan.
- C. A copy of the administrative rules governing Illinois State Documents depositories and a list of the depository libraries are also appended to this plan.

ILLINOIS STATE PLAN FOR THE ILLINOIS DOCUMENTS DEPOSITORY PROGRAM

_____, a designated
(institution)

Illinois documents depository, endorses the major goals and objectives of the Illinois State Plan for the Illinois Documents Depository Program, and will in good faith cooperate to implement the aspects of the plan appropriate to this institution.

Library Director (signature)

(date)

Depository Librarian (signature)

(date)

Please return a copy of your signed endorsement document to:

BRIDGET L. LAMONT
DIRECTOR
ILLINOIS STATE LIBRARY
300 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS 62701

GUIDELINES FOR THE ILLINOIS DOCUMENTS DEPOSITORY PROGRAM

I. Purpose of the Illinois Documents Depository Program and these Guidelines

- A. The purpose of Illinois documents depository program is to acquire, distribute & make accessible Illinois government publications for use by all Illinois citizens.

This shall be achieved by a cooperative Illinois depository network wherein designated libraries will receive Illinois documents free of charge from the Illinois State Library (ISL) in return for making them accessible to all Illinois citizens.

- B. These guidelines are to assist the depositories and the ISL in providing an effective program.

II. Illinois State Library Responsibilities

- A. Obtain new Illinois State government publications (ILCS) and distribute them free of charge to Illinois documents depository libraries.
- B. Maintain contact with all State agencies and State universities to ensure receipt of all State publications as required by ILCS and 23 Ill. Adm. Code 3020.110-3020.150
- C. Provide complete cataloging for all Illinois documents and share that cataloging information with the library community.
- D. Supply a shipping list with each shipment of documents. The shipping list will contain names of issuing agencies, titles of documents, OCLC control numbers, and price information, if appropriate, of all Illinois State publications distributed by the ISL.
- E. Supply forms for claiming items that are listed on shipping lists as having been sent to depositories, but which are missing from the shipment, damaged or incomplete.
- F. Provide sufficient copies of documents to fill claims for publications missing from depository shipments.

- G. Provide an annual bibliography/catalog of all Illinois State publications, and at least a monthly listing of the publications received in the ISL.
- H. Visit and inspect each depository library at least every five years to ensure that the depository is providing public access to and adequate maintenance of the publications (23 Ill. Adm. Code 3020.230a).
- I. Consult at regular intervals with the ILLINET Government Depository Coordinating Council on matters related to depository libraries, including reviewing the State Plan for the Illinois Documents Depository Program, planning the annual meeting, designation & termination of depositories and other matters of concern to the Program.
- J. Consult with the ILA GODORT Forum, other documents interest groups, and other interested parties on matters relevant to the Illinois Documents Depository Program.
- K. Consult with and keep designated depositories informed of Program changes and relevant matters.
- L. Assist depository libraries with reference services and interlibrary loans.
- M. Cooperate with publication and continuing education projects which contribute to use of Illinois State publications.
- N. Contribute to the effectiveness of the depository network through sponsorship of workshops and training sessions and provision of consultative services within Illinois.
- O. Receive and maintain indefinitely all depository publications in all formats. (23 Ill. Adm. Code 3020.210).
- P. Maintain a complete retrospective collection of Illinois State publications.
- Q. Coordinate the exchange, transfer, and disposal of Illinois documents, and prescribe appropriate procedures for weeding and maintaining collections.
- R. Provide a statewide documents delivery system to facilitate interlibrary loans among all libraries.
- S. Receive applications from libraries interested in depository designation; and evaluate them based on geographic location in relation to other depositories, the need for the depository, and the ability of the library to provide custody and service.

III. Illinois Documents Depository Libraries' Responsibilities

A. Collection

1. Check all weekly shipping lists to insure that items are received or promptly claimed.
2. Mark each publication in the shipment to distinguish it as a depository item, and to indicate the date of receipt or the shipping list date.
3. Process shipments within 10 days of receipt.
4. Catalog all Illinois documents in order to make them easily accessible and retrievable (23 Ill. Adm. Code 3020.220a), and cooperate with efforts to integrate holdings into ILLINET Online.
5. Provide adequate and accessible space for housing the documents collection to facilitate its use by patrons and staff.
6. Maintain documents collections at par with general collections.
7. Retain documents for at least seven years, unless superseded; comply with the ISL "Guidelines for Discarding Illinois Depository Documents".
8. Replace lost or damaged documents if possible.

B. Staff

1. Designate one person to coordinate activities in the depository and to act as liaison with the ISL in all matters relating to the Illinois documents depository program. This person should be responsible for communications between the depository and ISL, and for interpreting the depository program to the library administration.
2. Provide an adequate number of trained staff to fulfill depository responsibilities.
3. Encourage staff to participate in continuing education programs, workshops, etc.

C. Service

1. Provide free and equal access to depository publications for the library's primary users, and for all interested Illinois citizens (23 Ill. Adm. Code 3020.220a).
2. Provide reference assistance with depository publications to all users, including:
 - a) guidance on the use of the collection
 - b) answers to reference questions
 - c) location of resources in the collection, including specific titles
 - d) availability of additional resources in the State, and
 - e) assistance with borrowing documents from the ISL or other depositories in the State
3. Provide facilities and equipment for using documents within the library, including photocopiers and appropriate equipment/hardware to ensure format is not a barrier to use.
4. Publicize the depository collection to users and other libraries.

D. Cooperation

1. Establish and maintain communications about the Illinois Documents Depository Program with area libraries
2. Serve as a reference resource for Illinois documents.
3. Provide interlibrary loan of documents to other libraries in the State.
4. Cooperate with the ISL in depository inspections.

LAWS - ILLINOIS DOCUMENTS DEPOSITORY PROGRAM

The Laws which govern the Program are found in "The State Library Act" (15 ILCS 320), and are selectively excerpted here.

State Library Policy

"It is the policy of the State of Illinois, to promote, support, implement and maintain library services on a State level for all State Officers, Offices, the General Assembly, the Judiciary and all State agencies, bodies and commissions, and to promote, support and implement library services on a statewide basis. It is the responsibility of government at all levels to promote, support, implement and maintain library services for the cultural, educational and economic development of the State of Illinois and of the inhabitants of the State of Illinois." (15 ILCS 320/3)

State Library Purpose

"The Illinois State Library shall:

- (a) Maintain a library for State officials and employees of the State, especially of informational material pertaining to the phases of their work and to provide for them material for general reading and study.
- (b) Establish and operate a Governmental Research Service of the Illinois State Library. This service shall make available printed and other materials that pertain to public and governmental affairs. State Officers, members of the General Assembly, members of their staffs, and other State employees shall have access to these materials.
- (c) Maintain and provide research library services for all State agencies.
- (f) Function as a Research and Reference Center . . .
- (g) Promote and develop cooperative library network operating regionally or statewide for providing effective coordination of the library resources of public, academic, school, and special libraries, and to promote and develop information centers for improved supplemental library services for special library clientele served by each type of library or center.

- (t) Create and maintain a State Government Report Distribution Center for the General Assembly. The Center shall receive all reports required by law or resolution to be filed with the General Assembly and shall furnish copies of such reports without charge to members of the General Assembly upon request. Before any report to the General Assembly is printed or otherwise reproduced for distribution, the person making such report shall inquire of the Center as to the number of copies required for its purposes and that number of copies, determined by the Center on the basis of its experience, shall be supplied to the Center by the reporting party on the same day on which the report is filed with the Clerk of the House of Representatives and the Secretary of the Senate as required by Section 3.1 of "An Act to revise the law in relation to the General Assembly", approved February 25, 1874, as amended. This paragraph does not affect the requirements of Section 21 of this Act relating to the deposit of State publications with the State Library." (15 ILCS 320/7)

Publications and Lists - Deposits by State Agencies

- (a) All State agencies shall provide and deposit with the Illinois State Library sufficient copies of all publications issued by such State agencies for its collection and for exchange purposes. The State Librarian shall by rule or regulation specify the number of copies required and the publications that must be deposited.

For the purposes of this section:

1. "State agencies" means every State office, officer, department, division, section, unit, service, bureau, board, commission, committee, and subdivision thereof of all branches of the State government and which agencies expend appropriations of State funds.
 2. "Publications" means any document, report, directory, bibliography, rule, regulation, newsletter, pamphlet, brochure, periodical or other printed material paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a State agency, excepting however, correspondence, inter-office memoranda, and confidential publications.
 3. "Printed material" means publications duplicated by any and all methods of duplication.
- (b) The State Librarian shall from time to time publish a listing of the publications received by him under this Act." (15 ILCS 320/21)

REGULATIONS - ILLINOIS DOCUMENTS DEPOSITORY PROGRAM

23 ILLINOIS ADMINISTRATIVE CODE

Ch. I, 3020

SUBTITLE B

TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE B: CULTURAL RESOURCES

CHAPTER I: SECRETARY OF STATE

PART 3020

ILLINOIS STATE LIBRARY, ACQUISITIONS DIVISION, ILLINOIS DOCUMENTS SECTION

SUBPART A: DEPOSIT OF PUBLICATIONS

Section

3020.100	Definitions
3020.110	Non-priced and Priced Publications
3020.120	State University Publications
3020.130	Delivery Cost and Responsibility
3020.140	Excess Copies
3020.150	Administrator of State Agency
3020.160	Lists of Publications

SUBPART B: DEPOSITORY LIBRARIES

Section

3020.200	Designation of Depositories
3020.210	Retention and Disposal of Documents
3020.220	Citizen Access to Publications
3020.230	Inspection of Depositories
3020.240	Termination of Depository Status

AUTHORITY: Implementing Section 21 and authorized by Section 2 of the State Library Act (Ill. Rev. Stat. 1983, ch. 128, pars. 121 and 102).

SOURCE: Filed effective December 21, 1967; rules repealed, new rules adopted and codified at 8 Ill. Reg. 319, effective December 27, 1983; amended at 10 Ill. Reg. 4555, effective July 1, 1986.

SUBPART A: DEPOSIT OF PUBLICATIONS

Section 3020.100 Definitions

The following definitions apply to this Part:

"Access" means the allowance or liberty to make use of publications deposited in a depository or exchange library.

"Depositories" means those libraries and/or resource centers that have Illinois publications deposited in their collections for citizen availability by agreement with the Secretary of State.

"Ephemeral material" means any material that is of a short duration, for example, an announcement of a conference or seminar.

"Exchange libraries" means those libraries with which the Secretary of State has an agreement whereby each library exchanges publications of its respective state.

"ILLINET" means the Illinois Library and Information Network.

"Microforms" means any medium bearing microimages, such as microfiche or microfilm.

"Printed material" means publications printed by any of various mechanical processes, including computer printed materials.

"Publications" means all forms of media, including microforms, recordings, and other printed material paid for in whole or in part by funds appropriated by the General Assembly or issued at the request of a state agency, excepting however, correspondence, interoffice memoranda, and confidential publications.

"Recordings" means anything on which sound or visual images have been recorded, including cassettes, records, slides or films.

"STATE AGENCIES" MEANS EVERY STATE OFFICE, OFFICER, DEPARTMENT, DIVISION, SECTION, UNIT, SERVICE, BUREAU, BOARD, COMMISSION, COMMITTEE, AND SUBDIVISION THEREOF OF ALL BRANCHES OF THE STATE GOVERNMENT AND WHICH AGENCIES EXPEND APPROPRIATIONS OF STATE FUNDS, regardless of the amount. This includes state universities.

"Superseded material" means any publication cumulated in later issues, issued in later revised editions, or separates, replaced by final bound volumes.

Section 3020.110 Non-priced and Priced Publications

Within 1 week of agency receipt of publications, the issuing state agency shall send to the Illinois Documents Section, Illinois State Library, forty copies of all publications, priced and non-priced. Along with the publications, the issuing agency shall include information containing the address of the agency and, if applicable, the price of each item so that it may appear on the list of State of Illinois publications issued by the State Library.

(Source: Amended at 10 Ill. Reg. 4555, effective July 1, 1986.)

Section 3020.120 State University Publications

Within 1 week of state university receipt of publications, three copies of all state university publications, priced and non-priced, and two copies of all publications published by the university presses, shall be deposited with the Illinois Documents Section, along with the address of the issuing agency and the price of the publications.

Section 3020.130 Delivery Cost and Responsibility

The issuing state agency shall be responsible for any costs and for the delivery of publications to the Illinois Documents Section.

Section 3020.140 Excess Copies

The Illinois Documents Section will distribute copies of agency publications to ILLINET libraries when requested to do so by the agency provided that the Illinois Documents Coordinator and the consultant for ILLINET libraries determine that there is citizen interest in the publications and the Inter-system Library Delivery Service is capable of delivering the publication and the Inter-system Library Delivery Service is capable of delivering the publication to the libraries. Capability is determined by the amount and size of the publication.

Section 3020.150 Administrator of State Agency

Each state agency shall inform the Illinois Documents Section in writing of the person, persons, or positions responsible for distribution of publications of that agency. The Illinois Documents Section shall be notified within two weeks of any changes.

Section 3020.160 List of Publications

The Illinois Documents Section shall prepare and publish a semi-monthly listing of the publications received.

SUBPART B: DEPOSITORY LIBRARIES

Section 3020.200 Designation of Depositories

- a) All libraries serving as depositories or exchange libraries as of December 27, 1983, shall continue in that status, unless such status is terminated according to the provisions of Section 3020.240. The Director of the Illinois State Library shall designate which institutions shall replace depositories or exchange libraries for Illinois publications.
- b) Designation of depositories shall be based on the institution's ability to provide access to the material to the public, the institutions interest in the publications of the State of Illinois, and the institution's geographic location. The Director shall give priority to libraries in the same library system as the terminating depository. If no qualified library in the same geographic area desires depository status, the priority will be given to a qualified library in the same geographical area as the terminating depository.
- c) Priority for the replacement of an exchange library shall be given to a state library, based on that state's similarity to Illinois in terms of industry and demographic factors, and the library's interest in Illinois publications. If no qualified state library desires exchange status, the priority will be given to an institution expressing an interest in Illinois publications.

Section 3020.210 Retention and Disposal of Documents

The Illinois State Library shall retain ownership of Illinois documents deposited in its depository and exchange libraries. The depository must keep all documents received for seven years. At the end of that time, it may send a list of unneeded documents to the Illinois Documents Coordinator, Illinois State Library, 300 South Second Street, Springfield, IL 62701-1796, who will circulate the list to other depository libraries for their selection. If other libraries request any documents on the list, the discarding library will forward the documents to them, by the least expensive method, at the selecting library's expense. Documents not selected by other depositories may be destroyed or otherwise disposed of. The Reference and Research Centers, which include the Illinois State Library, shall keep all depository documents indefinitely, including ephemeral materials, except for superseded items.

Section 3020.220 Citizen Access to Publications

- a) The depository library must make reference service available not only to the library's primary users but to all Illinois Citizens. Cataloging of the documents is required in order to make state documents easily accessible and retrievable.
- b) The Director of the State Library shall also receive, in conjunction with the inspections, written reports from the depository libraries containing the program of administration for access and maintenance of the publications. The written report shall include information concerning library personnel, depository publication statistics, circulating rules, cataloging and processing procedures and equipment and storage facilities.

Section 3020.240 Termination of Depository Status

- a) A depository has the right to terminate its status as a depository by a letter to the Director of the Illinois State Library. The Director may terminate the status of a library as a depository if the requirements of Section 3020.230 are not met. At termination, the library will request instructions from the State Library about the deposition of the depository publications on hand.
- b) If a depository library wishes to challenge the termination of its depository status, the depository must request a hearing within one month of termination notice from the State Library. The members of the hearing committee will be the Director of the State Library, the Illinois Documents Coordinator, the Director of the library system to which the depository library belongs, and a representative from a depository in a non-adjacent library system, who has been mutually agreed upon by the Director of the Illinois State Library and the depository library challenging termination. The majority decision of this committee concerning the termination of the depository library will be final.

ILLINOIS DOCUMENTS CORE LIST

ILLINOIS BLUE BOOK

Illinois Secretary of State. Biennial. Sections on Official Portraits and Biographies, Congress, Legislative Branch, News Media in Illinois, Judicial Branch, Executive Branch, Education, Non-Departmental Boards and Commissions, History and Election Results, State and Local Government Facts, Constitution of the State of Illinois, and Constitution of the United States. Indexed. Supplemented by the Handbook of Illinois Government.

DIRECTORY OF ILLINOIS PUBLIC SCHOOLS, SCHOOL DISTRICTS AND OTHER EDUCATION UNITS

Illinois State Board of Education. Annual. Listing of Public districts and schools, special education cooperatives, area vocational centers.

DIRECTORY OF STATE OFFICIALS

Legislative Research Unit. Annual. Lists Legislators by district, Legislative Agencies, State Agencies, & Members of Congress from Illinois.

HANDBOOK OF ILLINOIS GOVERNMENT

Illinois Secretary of State. Biennial. Information about Illinois state government and history, supplementing the Illinois Blue Book.

ILLINOIS AGRICULTURAL STATISTICS

Illinois Agricultural Statistics Service. Annual. Illinois farm reports, timber, prices, weather and crop reports, grain & livestock market news, fruit & vegetable markets.

ILLINOIS CALENDAR OF EVENTS

Illinois Office of Tourism. Dept. of Commerce & Community Affairs. Semiannual. Lists of events by month, day, and geographic area.

ILLINOIS DOCUMENTS LIST

Illinois State Library. Monthly. List of documents acquired by the Illinois State Library. Cumulated annually by the Publications of the State of Illinois.

ILLINOIS HIGHWAY MAP

Illinois Dept. of Transportation. Biennial.
Each edition is influenced by factors ranging from government highway construction to innovations in technology. Source of reliable information about the state's elaborate system of highway. Handy guide to the tourist attractions and recreational areas in Illinois.

ILLINOIS ISSUES

Sangamon State University. Monthly. Current articles and columns about Illinois politics and government.

ILLINOIS LIBRARIES

Illinois State Library. Quarterly.
Articles of general interest to library staff and library governing officials, representing all types of libraries and library consortia.

ORIGIN AND EVOLUTION OF ILLINOIS COUNTIES: Illinois Secretary of State.
Irregular (reissued as needed). History of county geography, and origin of county names, with maps.

PUBLICATIONS OF THE STATE OF ILLINOIS

Illinois State Library. Annual.
List of documents acquired by the Illinois State Library.
Cumulates the Illinois Documents List.

STATE OF ILLINOIS COUNTY OFFICERS

State Board of Elections. Annual.
Local County Officers in office as of date of publication. Includes party affiliation, telephone number, fax number if available, and year in which term of office expires.

STATE OF ILLINOIS TELEPHONE DIRECTORY

Illinois Department of Central Management Services. Biennial. By department, with subdivisions; and by individuals. Includes agency TDD numbers.

ILLINOIS COUNTIES & INCORPORATED MUNICIPALITIES

Secretary of State. Index Dept. Irregular (reissued as needed).
Sections on counties, Municipalities, Commission Form of Government, Managerial Form of Government, Boards of Election Commissioners, County Executive Form of Government, Airport Authorities, Hospital Districts, and Home Rule Unit. Current county map.

GUIDELINES FOR DISCARDING ILLINOIS DEPOSITORY DOCUMENTS

The purpose of the Illinois Documents Section of the Illinois State library is to maintain and provide access to comprehensive collections of Illinois documents for public use. Material distributed through the Illinois Documents Depository Program MUST be retained for SEVEN years. Exceptions are ephemeral items, superseded materials, earlier editions, or items received in both paper and microfiche formats. Paper copies may be withdrawn if microfiche is kept.

ALL MATERIAL REMAINS THE PROPERTY OF THE ILLINOIS STATE LIBRARY. Therefore, it is necessary for Depositories to request permission from the State Library when they wish to withdraw depository documents from their collections.

Lists of depository material for discard should be prepared for the State Library to review. ALL ITEMS (except for ephemeral and superseded items) must be listed. In order to facilitate the use of these lists, we are requesting that they conform to the following standards.

1. List should be neatly typed in DARK type on 8 1/2" x 11" paper (pages of computer printouts must be SEPARATED), and on ONE side only, so that they can be clearly reproduced.
2. For each entry on the list, the following MUST BE SUPPLIED:
 - a. Issuing agency
 - b. Title
 - c. Date of publication
 - d. If serial-volumes and numbers(may be listed inclusively)
To expedite processing include:
 - e. OCLC number
 - f. arrangement by Dewey classification number
3. Full depository name and ADDRESS MUST BE ON EACH PAGE.
4. Pages should be numbered.
5. Lists should be PROOFREAD.
6. List should be reviewed by the depository librarian and sent, with COVER LETTER from the depository librarian requesting permission to discard, to:

Documents Coordinator
Illinois Documents Section
Illinois State Library
300 South Second Street
Springfield, IL 62701-1796

The State Library will review the lists and select material for its collections. This material will then be deleted from the lists before the lists are duplicated by the State Library. The State Library will distribute the duplicated lists to all Illinois depositories and to other libraries with interest in the material. Duplicated lists will give the date after which the material may be discarded. THIS DATE WILL BE DETERMINED BY THE ILLINOIS STATE LIBRARY.

REQUESTS FOR LISTED MATERIAL MUST BE MADE DIRECTLY TO THE DISCARDING LIBRARY. The discarding library will distribute requested material on a first come, first served basis to Illinois depositories until the closing date, and to other libraries prior to discarding the remaining material. The requesting libraries are responsible for the shipping costs. Shipping is by the least expensive method, with the Intersystems Library Delivery Service to be used whenever possible.

Authority for these Guidelines is derived from the Illinois Administrative Code, Title 23, Section 3020.210, Retention and Disposal of Documents:

"The Illinois State Library shall retain ownership of Illinois documents deposited in its depository and exchange libraries. The depository must keep all documents received for seven years. At the end of that time, it may send a list of unneeded documents to the Illinois Documents Coordinator, ... who will circulate the list to other depository libraries for their selection. If other libraries request any documents on the list, the discarding library will forward the documents to them, by the least expensive method, at the selecting library's expense. Documents not selected by other depositories may be destroyed or otherwise disposed of. The Reference and Research Centers, which include the Illinois State Library, shall keep all depository documents indefinitely, including ephemeral materials, except for superseded items."

Any questions about these guidelines should be addressed to the Documents Coordinator, Illinois State Library. The Telephone number is: 217-782-4887

ILLINOIS DOCUMENTS DEPOSITORY LIBRARIES

BELLEVILLE

Belleville Public Library, 121 East Washington Street, 62220

CARBONDALE

Southern Illinois University, Morris Library, 62901

Southern Illinois University, School of Law Library, 62901

CHAMPAIGN

University of Illinois, Law Library, 504 East Pennsylvania Avenue, 61820

CHARLESTON

Eastern Illinois University, Booth Library, 61920

CHICAGO

Harold Washington Library Center, Government Publications Department,
400 South State Street, 60605

Chicago State University, Douglas Library, 95th & Martin Luther King Drive
60628

Loyola University of Chicago, Cudahy Memorial Library, 6525 Sheridan Road
60626

Northeastern Illinois University, Williams Library,
5500 North St. Louis Avenue, 60625

University of Illinois at Chicago, Library, Box 8198, 60680

DEKALB

Northern Illinois University, Founders Memorial Library, 60115

EDWARDSVILLE

Southern Illinois University, Lovejoy Library, 62026-1001

EVANSTON

Northwestern University Library, Government Publications Department,
1935 Sheridan Road, 60208

LISLE

Illinois Benedictine College, Lownik Library, 5700 College Road, 60532-0900

MACOMB

Western Illinois University Library, Government Publications Department,
61455

NORMAL

Illinois State University, Milner Library, 61761

OGLESBY

Illinois Valley Community College, Jacobs Memorial Library,
2578 E. 350th, 61348-1099

PALATINE

William Rainey Harper College Library, 1200 Algonquin Road, 60067-7398

PEORIA

Bradley University, Cullom-Davis Library, 61625

QUINCY

Quincy Public Library, 526 Jersey Street, 62301

ROCK ISLAND

Augustana College Library, 3435 9 1/2 Avenue, 61201

ROCKFORD

Rockford Public Library, 215 North Wyman Street, 61101

SKOKIE

Skokie Public Library, 5215 Oakton Street, 60077

SPRINGFIELD

Sangamon State University, Brookens Library, 62794-9243

STREAMWOOD

Poplar Creek Public Library, 1405 South Park Boulevard, 60107

UNIVERSITY PARK

Governors State University, University Library, 60466

URBANA

Institute of Government & Public Affairs, 1201 West Nevada Street, 61801

University of Illinois Library, 200-D Library, 1408 West Gregory, 61801

ADDITIONAL LIBRARIES RECEIVING LEGISLATIVE MATERIALS IN MICROFICHE

BURR RIDGE

Suburban Library System, 125 Tower Drive, 60521

CARTERVILLE

Shawnee Library System, R.R. #2, Box 136A, 61918

CHAMPAIGN

Lincoln Trail Libraries System, 1704 West Interstate Drive, 61821

CHICAGO

Chicago Bar Association Library, 29 South LaSalle Street, 60603

Chicago Kent College of Law Library, 77 South Wacker Drive, 60606

Chicago Library System, Harold Washington Library Center,
400 South State Street, 60605

Cook County Law Library, 2900 Chicago Civic Center, 60602

DePaul University, Law Library, 25 East Jackson Boulevard, 60604

Illinois State Library, State of Illinois Center, 100 West Randolph Street,
Room 5-400, 60601

John Marshall Law School - Library, 315 Plymouth Court, 60604

Loyola University of Chicago, School of Law Library,
41 East Pearson Street, 60611

Municipal Reference Library, 121 North LaSalle Street, Room 1004,
City Hall, 60602

Northwestern University Law Library, Government Documents Department,
357 East Chicago Avenue, 60611

University of Chicago Law Library, 1121 East 60th Street, 60637

University of Chicago Regenstein Library, 1100 East 57th Street, 60637

COAL VALLEY

River Bend Library System, P.O. Box 125, 61240

DECATUR

Rolling Prairie Library System, 345 Eldorado Street, 62522

DEKALB

Northern Illinois University, Law Library, 60115

DES PLAINES

Government Information Center, 1616 East Golf Road, 60016

EDWARDSVILLE

Lewis and Clark Library System, P.O. Box 368, 62025

GENEVA

DuPage Library System, 127 South First Street, P.O. Box 268, 60134

JOLIET

Will County Law Library, 14 West Jefferson Street, 60431

McHENRY

McHenry Public Library District, 1011 North Green Street, 60050

MT. PROSPECT

Mt. Prospect Public Library, 10 South Emerson, 60056

PALOS HILLS

Moraine Valley Community College, 10900 South 88th Avenue, 60465

PEKIN

Alliance Library System, 845 Brenkman Drive, 61554

PEORIA

Peoria Public Library, 107 Northeast Monroe Street, 61602

ROCKFORD

Northern Illinois Library System, 4034 East State, 61108

Winnebago County Law Library, Courthouse Building, 61101

SHOREWOOD

Heritage Trail Library System, 405 Earl Road, 60436

SPRINGFIELD

Environmental Protection Agency, Library, 2200 Churchill Road, 62708

Illinois State Historical Society, Old State Capitol, 62701

Supreme Court Law Library, Supreme Court Building, 62706

ST. CHARLES

Kane County Law Library, 37W777 Rt. 38, St. Charles, IL 60175

WAUKEGAN

Lake County Law Library, 18 North County Street, 60085

WHEATON

DuPage County Law Library, 201 Reber, 60182

WHEELING

North Suburban Library System, 200 West Dundee Road, 60090

ST. LOUIS

St. Louis University Law Library, 3700 Lindell Blvd. 63108

UNIVERSITY OF ILLINOIS-URBANA



3 0112 115708080